

OFFICE OF THE CLERK
**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK**

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**PROCEDURES TO PRACTICE IN THE UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK**

Instructions for Admission on Certificate of Good Standing:

A member in good standing of the bar of the United States District Court for the Southern, Eastern, or Northern District of New York may be permanently admitted to practice in this Court (as a "member of the bar of this Court") upon submitting to the Clerk:

- a Certificate of Good Standing from the Clerk of Court of which he/she is a member **(dated no earlier than six months prior to submission to this Court)**
- a check or money order in the amount of the Attorney Admission fee set forth in the District Court Schedule of fees;
- Attorney's Oath
- Civility Principles Oath
- Attorney data base information form
- CM/ECF registration form
- Pro Bono service form, if the attorney or firm maintains an office in this District.

The above forms are available on our website www.nywd.uscourts.gov or by contacting the Clerk's Office.

The date on which an attorney's submissions are filed by the Court shall be the recorded date of admission. Counsel shall receive an admission certificate from the Clerk by U.S. Mail.

IF THE ABOVE DOES NOT APPLY TO YOU, PLEASE CONTINUE

Instructions for Admission by Petition

An attorney who is admitted to practice before the courts of New York State, or in a United States District Court outside of New York State, may be permanently admitted to practice in this Court (as a “member of the bar of this Court”) upon submitting to the Clerk **at least 14 days in advance** of the desired time for admission, the documents listed here. In-person appearance with admitted attorney is required. Applications left on file with the Clerk for more than one year will be destroyed without further notice to the applicant.

- Admission Petition form
- Admission Sponsor Affidavit
- Attorney’s Oath
- Civility Principles Oath
- Attorney data base information form
- CM/ECF Registration form (leaving the date of admission blank)
- Pro Bono form (if the attorney or firm which the attorney is associated maintains an office in the District)

The above forms are available on our website www.nywd.uscourts.gov or by contacting the Clerk’s Office. Please mail forms to:

U.S. District Court
2 Niagara Square
Buffalo, NY 14202

or

U.S. District Court
100 State Street, Rm. 2120
Rochester, NY 14614

In Rochester, Motions for Admission are heard on the first and third Monday of every month at 9:00 a.m. Chief Judge Geraci, Jr., Judge Wolford, Judge Siragusa, Judge Larimer, Judge Telesca, Judge Feldman and Judge Payson preside over these admissions on a rotating monthly basis. Questions as to which Judge presides over admissions during a particular month may be directed to their respective courtroom deputies.

In Buffalo, Judge Skretny presides over admissions on the second Tuesday of every month at 9:00 a.m. Judge Arcara presides over admissions on the second Friday of every month at 8:45 a.m. **Please note that the dates and times are subject to change.**

On the day of admission, the attorney seeking admission shall:

- arrive at the Clerk’s Office at least **fifteen minutes** before the scheduled time for admission **and pay** the attorney admission fee set forth in the District Court Schedule of Fees.
- The fee is payable by personal check, firm check or money order and made payable to “Clerk, U.S. District Court.” **CASH IS NOT ACCEPTED IN EITHER OFFICE.**
- appear in person before the admitting judge
- be accompanied by a Member of the bar of this Court, who need not be the sponsoring attorney, to move the petitioning attorney’s admission.

IF THE ABOVE DOES NOT APPLY TO YOU, PLEASE CONTINUE

Instructions for Attorneys Admitted to District Courts Outside New York State:

A member in good standing of any United States District Court and of the bar of the State in which the District Court is located, may be admitted to membership without personal appearance, upon submitting to the Clerk:

- a Certificate of Good Standing from the Clerk of the Court of which he/she is a member **(dated no earlier than six months prior to submission to this Court)**;
- a check or money order in the amount of the attorney admission fee set forth in the District Court Schedule of fees; and
- all fully completed documents listed in subdivision (b)(1)(A)(i), (iii-vii) of Local Rule of Civil Procedure 83.1:
 - Admission Petition form
 - Attorney's Oath
 - Civility Principles Oath
 - Attorney data base information form
 - CM/ECF Registration form (leaving the date of admission blank)
 - Pro Bono form (if the attorney or firm which the attorney is associated maintains an office in the District)

The above forms are available on our website www.nywd.uscourts.gov or by contacting the Clerk's Office.

The date on which an attorney's submissions are filed by the Court shall be the recorded date of admission. Counsel shall receive an admission certificate from the Clerk by U.S. Mail.

IF THE ABOVE DOES NOT APPLY TO YOU, PLEASE CONTINUE

Instructions for *Pro Hac Vice* Admission:

An attorney who is not eligible for permanent admission under the foregoing provisions, or an attorney who, though eligible, does not wish to become a permanent Member of this Court, may be admitted *pro hac vice* to participate in a particular matter in which they are engaged.

An applicant for admission *pro hac vice* must fully complete, and file with the Court in the associated case:

- a Notice of Motion and Motion to appear *pro hac vice*
- a check or money order in the amount of the attorney admission fee set forth in the District Court Schedule of fees; and
- all fully completed documents listed in subdivision (b)(1)(A)(i) - (vi) of Local Rule of Civil Procedure 83.1:
 - Admission Petition form
 - Admission Sponsor Affidavit
 - Attorney's Oath
 - Civility Principles Oath
 - Attorney data base information form
 - CM/ECF Registration form (leaving the date of admission blank)

The Court, in its discretion, will issue an order granting or denying the petition.

The above forms are available on our website www.nywd.uscourts.gov or by contacting the Clerk's Office.

Updated 11/5/2015